

Título: Appendix D - SRM for Tenneco Indústria de Autopeças Ltda. - BRAZIL

Procedure Number: APD-BR001

Business Unit: Clean Air

Effective Date: 30 November, 2022

Function: All

Owner: Purchasing Manager Brazil, (R. Biaggi)

Territory: Global

Owner: Quality Manager Brazil, (A. Monteiro)

Owner: Logistics Manager Brazil, (A. Del Grande)

## CONTENTS

Section	Sub-Sections				
1. <a href="#">Purpose</a>	1.1 <a href="#">Preface</a>	1.2 <a href="#">Vision</a>	1.3 <a href="#">Acceptance of Binding Obligation</a>		
2. <a href="#">Scope</a>	2.1 <a href="#">Scope Statement</a>	2.2 <a href="#">Verbal Forms</a>	-	-	-
3. <a href="#">Quality</a>	3.1 <a href="#">Quality Statement</a>	3.2 <a href="#">Quality Policy</a>	3.3 <a href="#">Risk Management</a>	3.4 <a href="#">Product Safety</a>	-
4. <a href="#">Purchasing</a>	4.1 <a href="#">Operational Philosophy</a>	4.2 <a href="#">Ethics and Confidentiality</a>	4.3 <a href="#">Supplier Criteria</a>	4.4 <a href="#">Supplier Types</a>	4.5 <a href="#">Request for Quotation</a>
	4.6 <a href="#">Scheduling Agreements and Shipping Release</a>	4.7 <a href="#">Inventory and Safety Stock</a>	4.8 <a href="#">Contingency Planning</a>	4.9 <a href="#">Business Review Meetings</a>	4.10 <a href="#">Prices</a>
	4.11 <a href="#">Payments, Terms and Conditions</a>	4.12 <a href="#">Tenneco Owned Tooling</a>	-	-	-
5. <a href="#">Performance and Engineering</a>	5.1 <a href="#">QMS Requirements</a>	5.2 <a href="#">Engineering Design and CAD</a>	5.3 <a href="#">APQP</a>	5.4 <a href="#">Capacity Verification</a>	5.5 <a href="#">Production Part Approval Process</a>
	5.6 <a href="#">Special Characteristics</a>	5.7 <a href="#">Engineering Changes</a>	5.8 <a href="#">DFMEA</a>	5.9 <a href="#">Process Flow Diagram</a>	5.10 <a href="#">PFMEA</a>
	5.11 <a href="#">Dimensional Results</a>	5.12 <a href="#">Materials / Performance</a>	5.13 <a href="#">Capability</a>	5.14 <a href="#">Measurement System Analysis</a>	5.14.1 & 5.14.2 <a href="#">Gauge R&amp;R</a>
	5.14.3 <a href="#">Gauge Correlation</a>	5.15 <a href="#">External Laboratory</a>	5.16 <a href="#">Control Plan</a>	5.17 <a href="#">PSW</a>	5.18 <a href="#">Appearance Approval</a>
	5.19 <a href="#">Master Samples</a>	5.20 <a href="#">Checking Aids</a>	5.21 <a href="#">CSRs</a>	5.22 <a href="#">Process Audit Requirements</a>	5.23 <a href="#">PPAP / NPI Approval</a>
	5.24 <a href="#">Annual Re-validation</a>	5.25 <a href="#">PPAP Deviation Process</a>	5.26 <a href="#">Process Change Authorization</a>	5.27 <a href="#">Supplier Performance</a>	5.28 <a href="#">Continuous Improvement</a>
	5.29 <a href="#">Material Rejection</a>	5.30 <a href="#">Disposition of Nonconforming Material</a>	5.31 <a href="#">Corrective Action</a>	5.32 <a href="#">Supplier Improvement Process</a>	5.33 <a href="#">Controlled Shipping</a>
	5.34 <a href="#">OE Customer Directed Supplier Mediation</a>	5.35 <a href="#">Cost Recovery</a>	5.36 <a href="#">Supplier Quality Management System Assessment</a>	5.37 <a href="#">Record Retention</a>	5.38 <a href="#">Competence</a>
	5.39 <a href="#">Field Issues</a>	5.40 <a href="#">Embedded Software</a>	- 5.41 <a href="#">Traceability</a>	-	-
6. <a href="#">Tooling and Equipment</a>	6.1 <a href="#">Tenneco Owned Tooling Located on Supplier Premises</a>	6.2 <a href="#">Changes to / Maintenance of Tenneco Owned Tooling</a>	6.3 <a href="#">Payment / Terms / Conditions to Tenneco Owned Tooling</a>	-	-
7. <a href="#">Logistics</a>	7.1 <a href="#">Advanced Shipping Notification</a>	7.2 <a href="#">Transportation Management System</a>	7.3 <a href="#">Packaging Requirements</a>	7.4 <a href="#">VGM / SOLAS</a>	7.5 <a href="#">Trade Compliance and Supply Chain</a>
8. <a href="#">Conflict Minerals</a>	-	-	-	-	-
9. <a href="#">Regulatory Product Compliance</a>	-	-	-	-	-
10. <a href="#">Restricted and Declarable Substances</a>	-	-	-	-	-
11. <a href="#">EHS</a>	11.1 <a href="#">EHS Commitment</a>	11.2 <a href="#">Supplier Visits</a>	11.3 <a href="#">Tenneco Facility Security</a>	11.4 <a href="#">Supplier Data Security</a>	11.5 <a href="#">Intellectual Property Rights</a>
	11.6 <a href="#">Privacy</a>	-	-	-	-
12. <a href="#">Cyber-Security</a>	12.1 <a href="#">Software Security</a>	-	-	-	-
13. <a href="#">Environmental, Social and Governance (ESG)</a>	13.1 <a href="#">Supplier Code of Conduct</a>	13.2 <a href="#">Ethics and Integrity</a>	13.3 <a href="#">Social Responsibility and Human Rights</a>	13.4 <a href="#">Environmental Sustainability</a>	13.5 <a href="#">ESG Audits and Assessments</a>

Tabela 1. [Tenneco Indústria de Autopeças](#)

## **1. Purpose**

### 1.1 Preface

This Appendix D is complementary to the Supplier Requirements Manual (SRM), all Suppliers of Tenneco Indústria de Autopeças Ltda. MUST meet the requirements described in both documents.

The SRM can be found at the address below:

<https://www.tenneco.com/suppliers>

### 1.2 Vision

No additional requirements.

### 1.3 Acceptance of binding obligation

No additional requirements.

## **2. Scope**

### 2.1 Scope Statement

No additional requirements.

## **3. Tenneco's Quality Statement and Product Compliance and Quality Policy**

### 3.1 Quality Statement

No additional requirements.

### 3.2 Product Compliance and Quality Policy

No additional requirements.

### 3.3 Risk Management

No additional requirements.

### 3.4 Product Safety

The supplier must keep the TITAN database up to date with the qualified 'Product Safety and Conformity Representative' (PSCR) responsible for ensuring product safety throughout the supplier's product realization process.

## **4. Purchasing**

### 4.1 Organizational and Operational Philosophy

No additional requirements.

### 4.2 Ethics, Integrity and Confidentiality

No additional requirements.

### 4.3 Supplier Criteria

No additional requirements.

### 4.4 Supplier Types

No additional requirements.

### 4.5 Request for Quotation (RFQ)

The quote request and the RFQ response must be via WEB (email/Titan). It is recommended to use the specific Tenneco "Titan" system.

### 4.6 Scheduling and Shipping

No additional requirements.

### 4.7 Inventory and Safety Stock

No additional requirements.

### 4.8 Contingency Planning

No additional requirements.

4.9 Business Review Meetings

No additional requirements.

4.10 Prices

No additional requirements.

4.11 Payments, Terms and Conditions

No additional requirements.

**5. Supplier Performance and Engineering Requirements**

5.1 Quality Management System Requirements

No additional requirements.

5.2 Engineering Design Rules and CAD Requirements

No additional requirements.

5.3 Advanced Product Quality Planning (APQP)

The Supplier shall submit the development schedule immediately upon receipt of the Drawing or Specification delivered by Tenneco.

The schedule can be in the supplier's standard format, but it must meet the requirements according to the Tenneco standard, in cases of Tooling, the schedule must follow the criteria of the "VENDOR TOOLING REGISTRATION" according to item 6.1 of this manual.

5.4 Capacity Verification

It is the supplier's responsibility to consult with Buyer or Tenneco SQA about waiving the Production Capacity Verification requirement. If no written waiver is validated by Tenneco, the entire Global Manual item applies.

5.5 Production Part Approval Process (PPAP)

It is the supplier's responsibility to meet the deadline established for the submission of the PPAP and samples. The documentation must be submitted via the web, through the Titan system or as agreed with SQE. In case of delay in the submission or rejection of the PPAP, the due demerits will be charged (see item 4.12) and indicated in the Scorecard

The level of PPAP to be submitted by the supplier will be agreed with the SQA according to the end customer requirements

The need to present the PPAP in English is restricted to imported/exported items, according to the SQA request




Every supplier must apply directly and meet the IMDS database requirements on the website: <http://www.mdssystem.com>

The item must be registered in the IMDS system according to the TENNECO supply unit ID before PPAP submission.

TENNECO INDÚSTRIA DE AUTOPEÇAS LTDA – ID 222669

5.6 Special Characteristics

The symbology of special characteristics will proceed as below. The Supplier may use its own symbology in its internal documents, provided that a characteristic correlation table is used, they must meet the requirements of item 5.13 of the Global SRM (Supplier Requirements Manual for Tenneco Enterprise - E-SC-GL000)

	<b>S</b>	Safety
	<b>SC</b>	Critical
	<b>WZ</b>	Important

**Safety** - Product characteristics that influence safety or government regulations; operator safety.

**Critical** - Critical, significant, and special product features that influence customer satisfaction and product functionality.

**Important** - Product characteristics that are device and/or visually controlled during the production process or have an influence on aesthetic aspects.

5.7 Engineering Changes

No additional requirements.

5.8 Design Failure Mode and Effects Analysis (DFMEA)

No additional requirements.

5.9 Process Flow Diagram

No additional requirements.

5.10 Process Failure Mode and Effects Analysis (PFMEA)

No additional requirements.

5.11 Dimensional Results

No additional requirements.

5.12 Materials / Performance Test Results

No additional requirements.

5.13 Capability Studies

No additional requirements.

5.14 Measurement System Analysis (MSA) – For guidance on MSA refer to the latest [AIAG MSA Core Tools Manual](#)

No additional requirements.

5.14.1 Variable Gauge R&R

No additional requirements.

5.14.2 Attribute Gauge R&R

No additional requirements.

5.14.3 Measurement System Gauge Correlation (MSC) - For guidance refer to the latest [AIAG SPC Core Tools Manual](#)

No additional requirements.

5.15 External Qualified Laboratory Documentation

No additional requirements.

5.16 Control Plan (CP) – For guidance refer to the latest [AIAG APQP and Control Plan Core Tools Manual](#)

No additional requirements.

5.17 Part Submission Warrant (PSW)

No additional requirements.

5.18 Appearance Item Approval

No additional requirements.

5.19 Master Samples

Parts that fit the specifications below must be sent with specific identification "Sample Label for Production Approval".

- Prototype Parts
- PPAP Sample Parts
- Parts for General Tests
- Parts under deviation



**TENNECO**

**SAMPLE SUBMISSION FOR PRODUCTION APPROVAL**

**Part Number / Revision Level:** \_\_\_\_\_

**Part Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Customer:** \_\_\_\_\_

**Date when Manufactured:** \_\_\_\_\_

**Supplier Name / Location:** \_\_\_\_\_

**Customer Responsible Contact:**  
**(name/phone/e-mail)** \_\_\_\_\_

SAMPLE LABEL FOR PRODUCTION APPROVAL

#### 5.20 Checking Aids

No additional requirements.

#### 5.21 OE Customer Specific Requirements (CSRs) – Tenneco and End User

For Customer Specific Requirements (CSRs) not on the IATF website <https://www.iatfglobaloversight.org/>, Tenneco Buyer / EQF must be notified to make available Tenneco customer specific requirement.

It is necessary to show that all requirements items were evaluated and deployed, so it is expected to identify in the methodology used the reference of the Tenneco requirement item versus the correlation of the internal procedure of the supplier's QMS and the status.

#### 5.22 OE Process Audit Requirements (Not applicable to Aftermarket unless specifically requested by the Tenneco site)

A self-assessment will be sent to the supplier prior to the on-site assessment, this assessment will be carried out in accordance with the VDA6.3 Manual, therefore it is expected that the supplier will conduct the self-assessment based on the Tenneco Requirements and standards indicated in the "Reference" field of the form itself.

It is mandatory to inform the evidence for each item evaluated in the field "Observations"

Suppliers who do not achieve the minimum score (B) in the assessment will be prevented from participating in new business with Tenneco until a new audit is performed by Tenneco or a Tenneco representative with a minimum result of B.

NOTE: The deadline for sending the action plan is 20 days, counting from the receipt of the audit report sent by Tenneco or a Tenneco representative.

Tenneco suppliers that have special processes must perform CQI audits as applicable on a 12-month basis. These audits must be uploaded to the TITAN portal.

In case of collective vacations or unscheduled stops, the supplier must carry out shutdown (stop) and startup (return) audits in order to minimize the risks of sending non-conforming parts to Tenneco. Evidence of this audit may be requested at any time by SQA.

### 5.23 PPAP / NPI Approval

No additional requirements.

#### 5.23.1 Notification of PPAP Status to Suppliers

No additional requirements.

#### 5.23.2 Approvals

No additional requirements.

#### 5.23.3 Interim Approvals

No additional requirements.

#### 5.23.4 Rejected Status

No additional requirements.

### 5.24 OE Quality / Annual Parts Re-Validation (Not applicable to Aftermarket unless requested by the receiving site)

Lay out audits performed annually by suppliers may be used as an annual revalidation of products supplied to Tenneco.

When a special characteristic is designated in the design record, the supplier must carry out capability studies following the SRM requirements.

### 5.25 Parts or Materials Deviation Process

No additional requirements.

### 5.26 Process Change Authorization – Tenneco reserves the right to approve or deny any request made by the supplier to change a process or product.

No additional requirements.

### 5.27 Supplier Performance Requirements

No additional requirements.

#### 5.27.1 Quality, Delivery and Cost Performance

See [Table 1](#).

#### 5.27.2 Service Parts Delivery Performance (OES only)

No additional requirements.

### 5.28 Continuous Improvement (Also refer to section 3.3)

No additional requirements.

### 5.29 Material Rejection

No additional requirements.

### 5.30 Disposition of Suspect or Nonconforming Material

No additional requirements.

### 5.31 Corrective Action

Tenneco Brazil uses its own methodologies to work with its suppliers in problem solving, these same methodologies are sent by the respective quality, Purchasing and Logistics teams, among them (8D, TenQuality Report, TenLogistics Report, among others).

### 5.32 Supplier Improvement Process

No additional requirements.

#### 5.32.1 Main Offender Meeting (MOM)

No additional requirements.

#### 5.32.2 Supplier Improvement Program (SIP)

No additional requirements.

### 5.33 Controlled Shipping

No additional requirements.

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5.33.1 Revocation Process

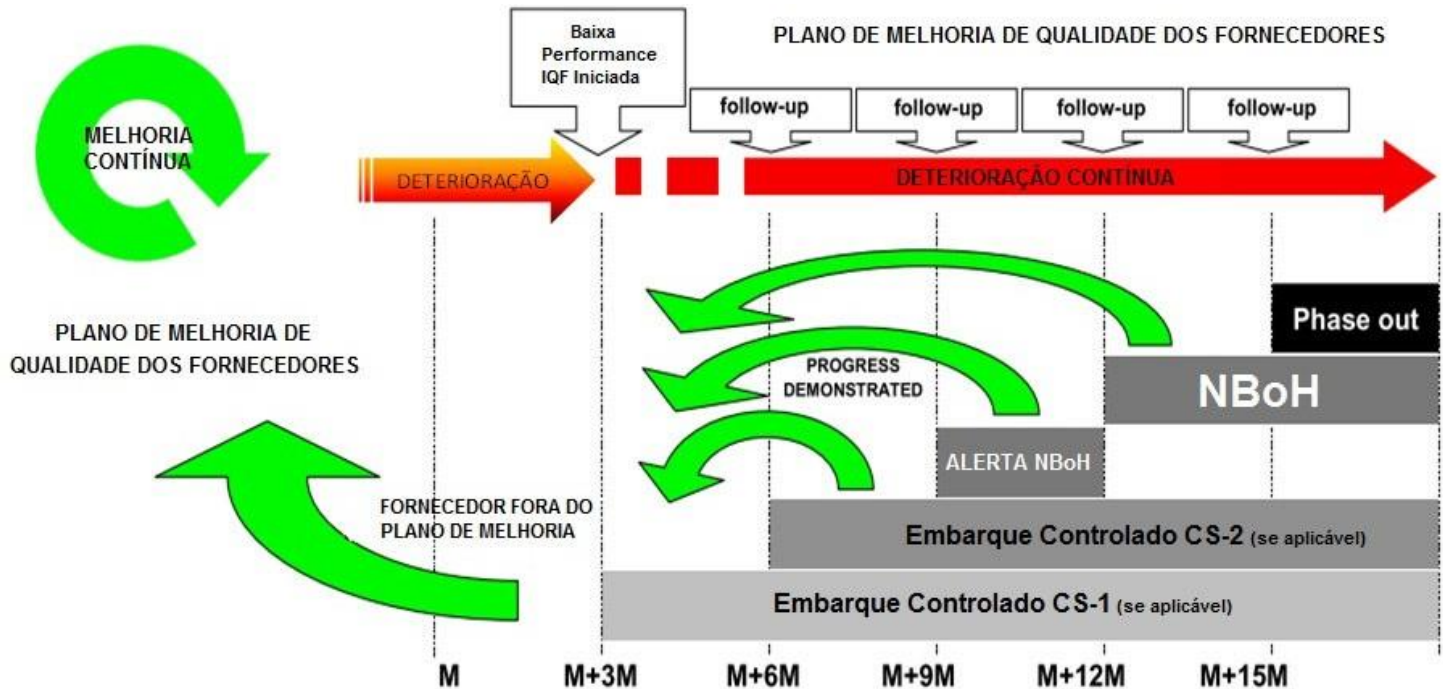
**NBH - NEW BUSINESS HOLD**

TENNECO SUPPLIERS that fail to meet Quality and/or Service requirements will be subject to actions preventing the development of new products, according to a critical analysis by management based on performance indicators (Graph below).

The TENNECO SUPPLIER Development Base will send the notification of impediment (NBH) and request the inclusion of the SUPPLIER in controlled shipping status.

As a Quality Improvement Plan, the supplier will be analyzed for indication to the SIP.

SUPPLIERS that demonstrate satisfactory results for all requirements may be readmitted and have their NBH status suspended.



5.34 OE Customer Directed Supplier Mediation

No additional requirements.

5.35 Cost Recovery

No additional requirements.

5.36 Supplier Quality Management System Assessment

No additional requirements.

5.37 Record Retention

No additional requirements.

5.38 Competence

No additional requirements.

5.39 Field Issues (Also refer to section 5.31 – Corrective Action)

No additional requirements.

5.40 Embedded Software Service Providers – (Also refer to section 4.4)

No additional requirements.

5.41 Traceability

Preferably, barcode identification labels should be used. Specific cases should be discussed with the purchaser or Tenneco quality representative.

## 6 Tooling and Equipment

### 6.1 Tenneco Owned Tooling Located on Supplier Premises (Tenneco Property)

Tenneco Indústria de Autopeças Ltda will send its own specification requirement for tooling and equipment conditions, the supplier must also use the "VENDOR TOOLING REGISTRATION" form for registration of the tool design and final approval of the PPAP.

### 6.2 Changes to / Maintenance of Tenneco Owned Tooling

No additional requirements.

### 6.3 Payment / Terms / Conditions to Tenneco Owned Tooling

No additional requirements.

## 7 Logistics and Trade Compliance

### 7.1 Advanced Shipping Notification

No additional requirements.

### 7.2 Transportation Management Systems (TMS)

No additional requirements.

7.3 Packaging Requirements (for Motorparts specific packaging for finished goods requirements also refer to CORP-00090 – Global Distribution Centre Shipping, on the [Tenneco Supplier Portal](#))

The supplier must consult the buyer of his commodity and request the packing standard of the Tenneco unit that will receive the material.

Evidence of the packing standard must be submitted along with PPAP documentation, with proper approval. It is recommended to make it available in the C-Folder of the Titan system.

### 7.3.1 ISPM-15 Wood Packaging Materials

No additional requirements.

### 7.3.2 Expendable and Returnable Packaging

No additional requirements.

### 7.4 Verified Gross Mass (VGM) / Safety of Life at Sea (SOLAS)

No additional requirements.

### 7.5 Trade Compliance, Customs and Supply Chain Security

#### Basic Bill of Lading Requirements

No additional requirements.

## 8 Conflict Minerals

No additional requirements.

## 9 Regulatory Product Compliance

### Responsabilidade Legal

Tenneco's supplier is included in the supply chain of the largest automakers in the world, and will be legally responsible for the quality of the component or service provided to Tenneco.

The supplier's responsibility for the component or service provided to Tenneco will be extended to the final consumer, subject to the application of current laws

### Civil Responsibility

As Tenneco assembles components and semi-components that are supplied to automakers in the world market, it must meet the requirements of Brazilian and international automakers called "Civil responsibility for automotive products". This requirement is also applicable to your entire supply chain.

For the products that Tenneco manufactures, Tenneco has civil liability, as for the components purchased by Tenneco, the responsibility lies with the supplier of the item, and this bears legal and civil liability in the event of anomaly in the functioning of the component, the supplier must prove have a civil responsible for product safety (PSCR) sending a letter with the name of the person in charge.



## 10 Restricted and Declarable Substances

No additional requirements.

## 11. Environmental Health & Safety

### 11.1 EH&S Commitment

Tenneco Indústria de Autopeças Ltda. expects all its suppliers to develop an environmental management system, with the intention of becoming certified to the latest version of ISO14001, for those suppliers where specific requirements of Tenneco customers require them to be ISO14001 certified will be contacted by the buyer to initiate a process of certification by a 3rd party body, if it is in the interest of both parties.

NOTE: Tenneco benefits ISO 14001 certified suppliers in the Scorecard

### Política de EHS

The supplier must provide and maintain an updated copy of the Operation License via Titan with the current date. It is up to the supplier to keep this document up to date with the Competent Authority of the State.

### 11.2 Supplier Visits

No additional requirements.

### 11.3 Tenneco Facility Security

No additional requirements.

### 11.4 Supplier Data Security

No additional requirements.

### 11.5 Intellectual Property Rights

No additional requirements.

### 11.6 Privacy

No additional requirements.

## 12. Cyber-Security

No additional requirements.

### 12.1 Software Security

No additional requirements.

## 13. Environmental, Social and Governance (ESG)

No additional requirements.

### 13.1 Supplier Code of Conduct

No additional requirements.

### 13.2 Ethics and Integrity

No additional requirements.

### 13.3 Social Responsibility and Human Rights

No additional requirements.

### 13.4 Environmental Sustainability

No additional requirements.

### 13.5 ESG Audits and Assessments

No additional requirements.

Table 1 – Tenneco Indústria de Autopeças Ltda.

Supplier Performance Requirements						
$IQF = 0,5 IGQ + 0,4 IGL + 0,1 IGC - (IS) + (Bonus IGA)$						
IQF =	IGQ – General Quality Index <b>50%</b>	IGL – Logistics General Index <b>40%</b>	IGC – General Commercial Index <b>10%</b>	IS – Tenneco Satisfaction Index (-Deduction on IQF)	IGA – General Environmental Index (+bonus on IQF)	
5.27.1  TENNECO INDÚSTRIA DE AUTOPEÇAS LTDA.	<b>8D / TEN Quality issued:</b> 0 = <b>100%</b> 1 = <b>50%</b> 2 = <b>0%</b>  WEIGHT <b>25%</b>	<b>IAF:</b>   WEIGHT <b>60%</b>	<b>General Concept:</b>   WEIGHT <b>100%</b>	Impacts on Tenneco, End Customer, Field Actions, recalls   WEIGHT <b>50%</b>	Certified <b>ISO14001</b> bonus of <b>5 POINTS</b> on IQF	
	<b>Performance PPM:</b> <=40 = <b>100%</b> >40 = <b>50%</b> >100 = <b>0%</b>  WEIGHT <b>20%</b>	<b>Fails ASN:</b>   WEIGHT <b>25%</b>				
	<b>Delays in responses 8Ds:</b> 0 = <b>100%</b> 1 = <b>50%</b> 2 = <b>0%</b>  WEIGHT <b>30%</b>	<b>Qty Premium Freight:</b>   WEIGHT <b>15%</b>				
	<b>Controlled Shipping:</b> WEIGHT <b>15%</b>					
	<b>Certification:</b> WEIGHT <b>5%</b>					
	<b>Nota de Auditoria:</b> WEIGHT <b>5%</b>  90 to 100 points: <b>A</b> 80 to 89 points: <b>B</b> <79 points: <b>C</b> (C = Blocked for new business)					

## 14. Revision History

This manual is controlled and managed by Tenneco Indústria de Autopeças Ltda and any change will result in an update of date and revision number.

Revision	Effective Date	Details
1	30-Nov-2022	First release of Appendix D according to SRM - Supplier Requirements Manual.